

City of Chattanooga, TN
Personnel Class Specification

CLASS CODE 1009

FLSA: Non-Exempt

CLASSIFICATION TITLE: POLICE RECORDS CLERK, SENIOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide data and records processing and related support services to the Police Department.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Receives, verifies, organizes, sorts, tabulates, and/or prepares a variety of data from reports, records, work orders, and related documentation.

Logs, stamps, and documents requests, searches, and data entries.

Maintains records, logs, ledgers, and files.

Receives, audits and/or balances any revenues or accounts; totals cash receipts; processes any billing to customer accounts; makes deposits as necessary.

Coordinates with other departments and government agencies in department functions; verifies authorizations for disclosure or release of records or property; processes property releases and records requests.

Checks data and records for completeness; analyzes data when necessary.

Coordinates with other departments or jurisdictions in confirming, locating, or obtaining records.

Checks filing or computer systems for existing or duplicate records; merges, and/or links associated records.

Enters and processes records and data; retrieves files; prints, files, distributes, copies, or sorts resulting photos, prints, reports, or summaries.

Corrects errors; resolves computer problems.

Processes data or record searches and requests.

Trains and assists others in filing and data system use.

Answers phones; assists visitors; provides general clerical services.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by one (1) to two (2) years previous experience and/or training involving clerical and data entry work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.